



UNITED STATES MARINE CORPS
MARINE CORPS AIR BASES, EASTERN AREA
CHERRY POINT, NORTH CAROLINA 28533-5000

ABO 1650.2G
ADJ

10 DEC 2001

AIR BASES ORDER 1650.2G

From: Commander, Marine Corps Air Bases, Eastern Area
To: Distribution List

Subj: POLICIES AND PROCEDURES GOVERNING THE MARINE CORPS AIR BASES
EASTERN AREA (MCABE) AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1F
(b) MCO 1650.19J
(c) MARFORLANTO 1650.1T
(d) SECNAVINST 5510.36

Encl: (1) Opening/Closing/Retirement Statements on Citations for
LOMs, MSMs, NMCCMs, and NMCAMs
(2) Sample NMCAM Certificate
(3) Sample NMCCM Certificate
(4) Sample MSM Citation
(5) Sample LOM (Retirement)
(6) Sample Certificate of Commendation

1. Purpose. To establish policy and procedures per the references, concerning the preparation and processing of decoration and award recommendations for deserving individuals and units.

2. Cancellation. ABO 1650.2F

3. Background

a. Reference (a) provides information and regulations concerning awards available to individuals and units in the naval service. It governs award's procedures and requires strict application of the established criteria.

b. Reference (b) contains procedures and instructions for issuing decorations, medals, and awards (including Certificates of Commendation, Meritorious Masts, and Letters of Appreciation), and sets forth policy guidelines for submitting personal and unit award recommendations.

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d. The Commandant of the Marine Corps has delegated authority to the Commander, U.S. Marine Corps Forces, Atlantic to approve the Legion of Merit (LOM, retirement only) and lesser personal decorations to Navy and Marine Corps personnel. The Commander, MCABE has authority to issue Navy and Marine Corps Commendation Medal's (NMCCM's) and lesser personal decorations.

e. The MCABE Awards Board is comprised of the following members:

Senior Member	Chief of Staff
Member	AC/S, G-1
Member	Director of Operations
Member	Director of Facilities
Member	Inspector
Member	Executive Officer, Naval Hospital
Member	Staff Secretary
Member	Sergeant Major (enlisted awards only)

f. In the absence of a board member, the majority will constitute a vote.

5. Procedures. Compliance with reference (a) and the enclosures will ensure speedy processing and appropriate recognition of our Marines and sailors.

a. Award recommendations may originate with the Marine's reporting senior or other senior officers, but must be endorsed by the immediate commanding officer. In all cases, the originator must be an officer and senior to the individual being recommended for the award. Recommendations will be submitted as promptly as possible following the act or term of service to which the recommendation refers.

b. The quality and extent of meritorious service performed by the individual, not the grade or billet held, are generally the primary factors in making a determination on the level of award proposed. Normally, higher awards recognize accomplishments achieved by personnel exercising authority commensurate with senior officer and enlisted grades.

c. Brevity is encouraged in the Summary of Action (SOA) for most noncombatant awards. It is imperative that personal award recommendations be adequately justified in the SOA. The citation

h. Reference (b) gives the commander with NMCAM/Special Courts Martial convening authority, the authority to approve and issue Certificates of Commendation (NAVMC 10631). Commanders will extend every effort to award certificates at their level.

i. The Commander, MCABE issues Certificates of Commendation in exceptional cases only (IG results, Marine/NCO/Family of the Quarter, Sailor/PO of the Quarter). In those cases in which the Commanding General's Certificate of Commendation is warranted, the commander will submit a recommendation and proposed citation per enclosure (6).

j. Submit all awards utilizing the Headquarters Marine Corps (HQMC) Awards Processing System (HQMC APS) at [HTTP://awards.manpower.usmc.mil](http://awards.manpower.usmc.mil), register online if not already registered, and submit the personal award recommendation (HQMC APS/1650 (EF)) with SOA and proposed citation via the chain of command to the appropriate awarding authority.

(1) All awards submitted through COMCABEAST or to MARFORLANT as the awarding authority must be forwarded to the following unit awards mailbox: gladjchpt@cherrypoint.usmc.mil.

2) The 1650 (EF) must be accurate and completely filled out.

(3) Every effort should be made to accurately enter previous personal decorations indicating the period of the award recognized.

(4) Provide exact date of presentation, if scheduled, or date terminal leave commences.

(5) Refer to reference (b), enclosure 5 for guidance on how to write the SOA and citation.

6. Action

a. Commander's will establish an awards board to review recommendations for personal and unit awards. They will institute such procedures, as necessary, to maintain the integrity, high standards, and equitability of the award's system.

Opening/Closing/Retirement Statements on Citations for
LOMs, MSMs, NMCCMs and NMCAMs

LEGION OF MERIT

Opening Statement:

For exceptionally meritorious conduct in the performance of outstanding service....

Closing Statement:

By (His/Her) outstanding leadership, commendable innovation, and inspiring dedication to duty, (Rank/Name) reflected great credit upon (himself/herself) and upheld the highest traditions of the Marine Corps and the United States Naval Service.

MERITORIOUS SERVICE MEDAL

Opening Statement:

For outstanding meritorious achievement/service....

Closing Statement:

(Rank/Name)'s untiring efforts to carry out (his/her) demanding tasks with unfailing good judgment, effectiveness, and total devotion to duty were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.

NAVY AND MARINE CORPS COMMENDATION MEDAL

Opening Statement:

Meritorious achievement/service (Heroic achievement/service while serving as....

Closing Statement:

(Rank/Name)'s initiative, perseverance, and total dedication to duty reflected great credit upon (himself/herself) and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service.



THIS NEWS

[illegible]

TO
CORPORAL JASON ALGARIN
UNITED STATES MARINE CORPS

DEPARTMENT OF THE NAVY
THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL



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10 DEC 2001

FOR THE SECRETARY OF THE ARMY
R. M. FLANAGAN
MAJOR GENERAL (SELECT), U. S. MARINE CORPS
COMMANDER
MARINE CORPS AIR BASES, EASTERN AREA

GIVEN THIS

FOR

UNITED STATES MARINE CORPS
GUNNERY SERGEANT JOHN L. AUSTIN

OL

NAVY AND MARINE CORPS COMMENDATION MEDAL

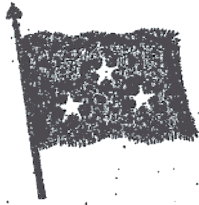
THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

DEPARTMENT OF THE NAVY



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ENCLOSURE (3)



GUNNERY SERGEANT YOU R. HARDCORE
UNITED STATES MARINE CORPS

"For outstanding meritorious achievement/service.

For the President,

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ENCLOSURE (4)

DEC 20



The President of the United States takes pleasure in presenting the
LEGION OF MERIT to

SERGEANT MAJOR HARD C. MARINE
UNITED STATES MARINE CORPS

For service as set forth in the following
CITATION:

"For exceptionally meritorious conduct in the performance of outstanding
service."

If retirement: His superior performance during this tour is the hallmark of a career devoted to accomplishing broad and diverse tasks, highlighting the culmination of xx years of faithful and dedicated Marine Corps service. Regular closing statement: By his outstanding leadership, commendable innovation, and inspiring dedication to duty, Sergeant Major Marine reflected great credit upon himself and upheld the highest traditions of the Marine Corps and the United States Naval Service."

For the President,

I. M. COMMANDER.
Lieutenant General, U.S. Marine Corps
Commander, U.S. Marine Corps Forces, Atlantic

ENCLOSURE(5)

Love

[illegible]

for

LANCE CORPORAL GRUNT M. ERR
UNITED STATES MARINE CORPS

COMANDING GENERAL
MARINE CORPS AIR STATION, CHERRY POINT
James H. Lawrence, in commending

Certificate of Commendation



SPECIAL REPORT

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